

**Minutes of Shire Audit Committee Meeting  
Held on 22 November 2023  
at 18:00pm via Microsoft Teams Application**

**PRESENT:** H Carr, B Cuthbertson, L Gallacher, R Morris

**CONVENOR:** H Carr

**IN ATTENDANCE:** J Munro (Chief Executive, CE)  
C Donnelly (Director of Corporate Services, DCOR. Minute Secretary, MS)  
S Brook (Senior Manager, Wylie Bisset)

The meeting commenced at 18:00.

**Election of Audit Committee Convenor**

In line with the Association's Rules, the Audit Committee is required to elect its Convenor.

H Carr was nominated by L Gallacher. H Carr confirmed that he was willing accept the role of Convenor. As there were no other nominations or objections the Audit Committee duly elected H Carr as Convenor.

It was agreed that the Audit Committee would seek to recruit a fifth member.

**The Convenor welcomed members and S Brook, of Wylie Bisset, to the meeting.**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Apologies</u> None.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting Held on 5 September 2023</u> The Convener presented the minutes of the meeting and invited comment or corrections.  <b>The Audit Committee agreed the minute as a true and accurate record of the meeting held on 5 September 2023.</b>	
1.4	<u>Action Plan</u> - Item 2.1 05/09/2023; <b>Assurance Statement</b> The CE confirmed that the Assurance Statement has now been submitted to the Scottish Housing Regulator.  <b>The Audit Committee noted the contents of the Action Plan.</b>	

Item		Action
1.5	<u>Matters Arising</u> None.	
1.6	<u>Notifiable Event</u> None.	
2.0	<b>Items Requiring a Committee Decision</b>	
2.1	<u>Internal Audit Review of Governance and Risk Management</u> The DCOR confirmed that the review of Governance and Risk Management was in line with the Association’s Audit plan. The DCOR introduced S Brook to present the audit report.  S Brook presented the findings of the Internal Audit report and confirmed that the Association received a “Strong” assurance grading. One low level recommendation was made and there were eleven areas of good practice highlighted. The Audit Committee noted that comparative benchmarking data shows that the average number of recommendations in similar audits comprised of one medium grade and two low grade recommendations.  S Brook confirmed that seven Board members completed the survey as part of the audit. Survey feedback was positive, and no areas of concern were highlighted by Board members.  The DCOR confirmed that the low-grade recommendation has been implemented, with the development of the Audit Committee Reporting Cycle.  The Audit Committee noted that the Governance Assistant has carried out a thorough check of the attendance records for both Board and Audit Committee meetings against minuted attendance, with no further discrepancies identified.  <b>The Audit Committee noted the content of the report and its recommendations.</b>	
2.2	<u>Internal Audit Review of Gas and Electrical Safety</u> The DCOR confirmed that the review of Gas and Electrical Safety was in line with the Association’s Audit plan.  S Brook presented the findings of the Internal Audit report and confirmed that the Association received a “Strong” assurance grading. No recommendations were made and there were eight areas of good practice highlighted. The Audit Committee noted that comparative benchmarking data shows that the average number of recommendations in similar audits comprised of one medium grade and two low grade recommendations.	

Item		Action
	<p>The report contained one observation relating to gas and electrical safety policies being in draft format. The Audit Committee noted that, following the audit, both policies were approved by the Board at the September 2023 meeting.</p> <p>The CE expressed that Gas Safety in particular is a constant area of focus for the Association and thanked the staff involved for ensuring Gas Safety policy and procedures are being adhered to.</p> <p>The Audit Committee noted that an Annual Maintenance Day is being considered in order to assess Value for Money.</p> <p><b>The Audit Committee noted the content of the report and its recommendations.</b></p> <p><b><i>S Brook left the meeting at this point.</i></b></p>	<p><b>SMT</b></p>
<p><b>3.0</b></p>	<p><b>Items for Discussion</b> <u>None.</u></p>	
<p><b>4.0</b></p>	<p><b>Reports for Information Only</b></p>	
<p>4.1</p>	<p><u>Information Requests</u> The DCOR presented the report to the Audit Committee, confirming that there have been no Subject Access Requests or Freedom of Information Requests since the last report in September 2023.</p> <p>The DCOR confirmed that the Association has not received any Freedom of Information Requests relating to RAAC.</p> <p>The Audit Committee requested that the report contains requests for the current and previous financial year going forward.</p> <p><b>The Audit Committee noted the content of the report.</b></p>	<p><b>DCOR</b></p>
<p><b>5.0</b></p>	<p><b>AOCB</b></p>	
<p>5.1</p>	<p><u>Next Meeting of the Audit Committee</u> It was agreed that the next meeting of the Audit Committee will be in mid/late March 2024. Potential dates will be circulated in due course, with Tuesday 26 March being avoided. The DCOR confirmed that the Audit Plan will be requested from CT to be presented at the March 2024 meeting.</p>	<p><b>SMT</b></p>
<p><b>6.0</b></p>	<p><b>Date of Next Meeting:</b></p>	
	<ul style="list-style-type: none"> <li>• Date: propose mid/late March 2024</li> <li>• Venue: remotely</li> </ul>	
	<p>Meeting Concluded at 18.53</p>	
	<p>I confirm this Minute is a true and accurate record of the meeting: -</p>	

Item		Action
	Convenor _____	